



## Coconino County

Public Works Department

### **Hydrology Permit Information**

All correspondence and questions concerning lot drainage, drainage plans and hydrology permits should be directed to the Public Works Annex at Community Development or the Engineering Department within the Public Works Department. Mailing addresses, phone and fax numbers, and email addresses for both are presented below.

#### **County Hydrologist**

Public Works Annex  
2500 N. Ft. Valley Rd.  
Flagstaff, AZ 86001  
Phone: (928)226-2784  
Fax: (928)226-2718  
Email: [tsmith@coconino.az.gov](mailto:tsmith@coconino.az.gov)

#### **Assistant County Engineer**

Public Works Department  
5600 E. Commerce Ave.  
Flagstaff, AZ 86004  
Phone: (800)790-1990 or  
(928)526-2735  
Fax: (928)526-9058

If you are planning to build a home or some other structure on a residential or commercial parcel in Coconino County, a building permit must be applied for. As a condition of receiving your building permit, a hydrology drainage inspection and approval is required. A commercial application requires that an engineering drainage report and plans be submitted for review and approval by the Hydrologist and the Assistant County Engineer before a commercial building permit can be issued.

For a residential home or other structure, there is no application form other than the building permit application and the necessary site plan and site plan information in order to initiate a hydrology drainage inspection of the parcel. There are three possible outcomes with a hydrology drainage inspection. Each of these outcomes is dependent on the site drainage conditions encountered and is discussed below.

1. In situation 1, no drainage problems or concerns are identified. In this case a copy of the drainage inspection findings will not be mailed out, a separate hydrology permit will not be created and your building permit will also be considered to be your hydrology permit. No further action on the homeowner's part is required.
2. In situation 2, some drainage concerns are identified by the hydrology inspector; however, in the opinion of the inspector, the site conditions do not pose an imminent water hazard to the home or other structures. A drainage inspection letter consisting of the drainage inspection report and recommended (not mandated) drainage action items will be mailed to the owner. It is left up to the homeowner to decide if some, all or none of the identified drainage

action items will be implemented. Your building permit will be considered your hydrology permit.

3. In situation 3, there are drainage issues identified by the hydrology inspector and in the opinion of the inspector, the site drainage conditions pose an imminent water hazard to the home or other structures. A drainage plan letter consisting of the drainage inspection report and a mandated drainage plan with required action items will be sent to the owner. A “Hold” will be placed on the building permit until an acceptable drainage plan has been received by the County Hydrologist. At that time a “Conditional Hydrology Permit” will be issued to the owner along with a “Conditional Building Permit”. The building permit will not be finalized and a certificate of occupancy will not be issued until the Hydrology Permit is finalized. It is the owner’s responsibility to insure the drainage plan work is done and the hydrologist is notified so that a final hydrology inspection can be performed. If the final hydrology inspection determines the drainage plan work is satisfactory and complete, the Hydrology Permit will be finalized and any Building Permit holds or occupancy restrictions based on hydrology deficiencies will be removed.